

Careers Education Information Advice and Guidance (CEIAG) Policy

including Provider Access Policy Statement

Coritani Academy



Contents

Introduction.....	3
Aims and Purpose	3
Statutory requirements and recommendations	3
Careers Provision at Coritani Academy.....	3
Supporting the Coritani Personal Development Curriculum	5
Providers Access Policy Statement	6
Procedure.....	6
Opportunities for access.....	7
Premises and facilities	7
Granting and refusing access	7
Safeguarding	7
Monitoring, review, evaluation and development of the careers programme	7
Document Control	8

Introduction

Coritani Academy provides a relevant and engaging careers programme as part of the Coritani Personal Development Curriculum to inspire excellence in all learners. It will be adapted where necessary to meet the differing needs and requirements of our learners, so they are ready for their next steps in life whether that is college, apprenticeships or work.

The variety and challenge of activities provided, increase with the length of time learners are with us, but the programme will always be respectful of their abilities, strengths and skills.

Aims and Purpose

The policy aims to ensure that learners are

- **READY** for their transition to life after Coritani Academy
- **READY** to make informed decisions which are appropriate for them
- provided with well-rounded experiences that enables them to be **RESPECTFUL** and **SAFE** after life at Coritani
- given the opportunity to develop personal characteristics such as social skills, communication, independence, and resilience so that they are **RESPECTFUL** of themselves and others
- provided access to independent careers, post 16 and industry experts to **INSPIRE EXCELLENCE** in them
- **INSPIRED** and motivated to personal **EXCELLENCE**, developing themselves as individuals so they have **SAFE**, independent futures.

Statutory requirements and recommendations

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

Careers Provision at Coritani Academy

Coritani is committed to providing a reviewed and evaluated programme of careers education, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each learner.
4. Linking curriculum learning to careers.

5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation, 2014).

All learners have access to the following during their time at Coritani Academy:

- Coritani Academy Life and PSHE curriculum - careers and preparing for life after Coritani Academy is a fundamental aspect of our curriculum
- Visitors to the academy and offsite visits support learners in developing their understanding of a range of different post 16 pathways
- All learners from Year 7 have access to advice and guidance from our careers counsellor
- All learners in Year 11 access a meeting with a careers counsellor and academy careers coordinator to explore future pathways
- Learners have access to relevant careers events hosted by Humberside Careers Hub

By the end of Key Stage 2, learners will have:

- visited a workplace
- spoken with a local employer
- completed a careers activity that will make them think about the world of work and a future career
- enjoyed lessons that are linked to the real world/world of work

By the end of Key Stage 3, learners will have:

- support for transition onto GCSE and vocational courses, planned and prepared for in KS3 through careers interviews and work-related learning activities.
- taken part in Enterprise projects across the school year eg Barclay Life Skills, Matrix Challenge
- had the opportunity to engage with STEM events and projects as part of the KS3 curriculum

By the end of Key Stage 4, learners will have (in addition to KS3 ongoing provision):

- had review meetings with their families to consider career opportunities and needs
- met the academy careers coordinator by the end of Year 10
- met the careers counsellor and careers coordinator by the end of Year 11 to inform individual routes into Post 16 provision
- undertaken work experience and/or work based placements and/or work related learning opportunities. These may be extended if desirable and appropriate for the individual learner

The overall organisation of work experience is undertaken by the academy careers co-ordinator who liaises with the associate principal (careers leader) and Humberside Careers Hub to ensure the most relevant and engaging opportunities are provided/taken.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All learners on placement are covered by the employer's insurance and places of work are risk assessed.

Supporting the Coritani Personal Development Curriculum

Careers activities will support the Personal Development curriculum and help develop learners to be safe, ready, respectful and to inspire excellence.

Activities will be included on our cultural calendar which is shared with learners, staff and families at the start of each term.

The plan for 22/23 (below) serves as an example of what is offered to learners in this and coming years. Activities will be retained or removed after evaluation and a plan drawn up at the start of each year.

Key Stage	Activity	Gatsby
Autumn Term		
2/3	Work experience visit to Pizza Express	5,6
3/4	Work related learning visitor – Film Academy	2,3,5
4	Work experience visit – Amazon Fulfilment Centre	5,6
ALL	Work related learning – first aid certificate	4
3/4	Work related learning – food hygiene certificate	4
ALL	Work related learning visitor – meet an author	2,3,5
ALL	Work related learning visitor – meet an artist	2,3,5
Y11	IAG counsellor (continues through January/February)	1,2,3,8
4	College visits – North Lindsey & John Leggott	2,7,8
Spring Term		
ALL	Work related learning visitor – Uniform Services (Respectful Week)	2,3,5
ALL	Coritani Careers Week	1,2,3,4,7,8
ALL	Work experience visit – farm	2,7,8

ALL	Work related learning visitor – meet a journalist/photographer	2,3,5
4	Interview practice	3,5,7,8
4	CV writing/job applications	3,5,7,8
2/3	Careers experience – when I grow up	1,2,3,4
3/4	University visit – Hull	7,8
ALL	Work related learning visitor – Mental Health Services (Empathy Week)	2,3,5
ALL	Work related learning visitor – Health Services (Autism Week)	2,3,5
Summer Term		
4- Y10	IAG counsellor	1,2,3
ALL	Work related learning visit – Messingham zoo (Earth Week)	2,7,8
ALL	University visit – Lincoln	7,8
3 - Y9	IAG Counsellor	1,2,3,8
ALL	Careers experience – transferable skills (Inspiring Excellence week)	1,2,3,4
ALL	Work related learning visit – Lincolnshire Show (Inspiring Excellence week)	2,7,8
3 - Y7/8	IAG counsellor	1,2,3,8

Providers Access Policy Statement

This policy statement sets out the academy's arrangements for managing the access of providers to learners at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

Procedure

A provider wishing to request access to learners at Coritani Academy should contact the career's co-ordinator, Steve Formby in the first instance.

Telephone: 01724 276886

Email : admin@coritani-iet.co.uk

Roles: Careers coordinator – Steve Formby
Careers leader - John Niland

Opportunities for access

A number of events, integrated into the academy's careers programme will offer providers an opportunity to come into the academy to speak to learners and/or their parents/carers:

Key Stage	Autumn	Spring	Summer
2	Group opportunities - employability skills	Careers week * Uniformed services focus	Work related learning
3	Group opportunities - employability skills. Tutor opportunities for UTC	Careers week * Apprenticeship and uniformed services focus	Independent counselling. Work related learning
4 - Y10	Post 16 focus – colleges and apprenticeships	Careers week * Further education and apprenticeship focus	College open days. Apprenticeship focus
4 - Y11	Post 16 focus – colleges and apprenticeships	Careers week * Further education and apprenticeship focus	College transition days
<p>*Careers Week – during careers week all providers are welcome to request access to learners. This list is not exhaustive and Coritani is happy to support and take advice if there are more timely/opportune options</p>			

Premises and facilities

The academy will make classrooms, meeting spaces and/or IT resources available for discussions between the provider and learners, as appropriate to the activity.

Granting and refusing access

It is the intention that requests will be supported but the timings and calendar will be approved, by SLT, in a trauma informed manner.

Safeguarding

Coritani's Safeguarding and Child Protection policies outlines the academy's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Monitoring, review, evaluation and development of the careers programme

Our partnerships are reviewed regularly. The following provision is reviewed

- Review of all careers events by the Careers Coordinator
- Developmental activity is identified annually in the AIP by the careers leader.
- Feedback on the effectiveness of the careers programme is sought through student focus groups, parent and student questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.

- Review of the academy's adherence to the Gatsby Benchmarks through Compass+, an online self-evaluation tool for schools.

Document Control

Contact	J Niland
Status	Issue
Publication Date	May 2022
Review Date	Annually
Next Review Due	May 2024
Approved/Ratified by	CEO
Version Control	
Issue	2
Amendments made January 2023	Approved CEO
Reviewed May 2023 – no changes	Approved CEO